

CRANSTON SCHOOL COMMITTEE MEETING
APRIL 13, 2016
WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM) 845
PARK AVENUE, CRANSTON, RI
EXECUTIVE SESSION – 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC WORK SESSION
IMMEDIATELY FOLLOWED BY PUBLIC MEETING

AGENDA

1. Call to order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws –
2. PL 42-46-5(a)(1) Personnel:
 - a. Administrative Assignments
3. PL 42-46-5(a)(2) Collective Bargaining/Litigation:
4. PL 42-46-5(3)
 - a. District Safety Plan
5. Call to order – Public Session
6. Roll call – Quorum
7. Executive Session Minutes Sealed – April 13, 2016
8. Adjourn to Public Work Session
 - a. School Dedication – Jeannine Nota-Masse
 - b. Discuss NEASC Visit/Contract with Hotel (**See Contract on file with the Superintendent's Office and available at the meeting**) - Jeannine Nota-Masse
 - c. Review of PBGR Handbook (**See Handbook on file with the Superintendent's Office and available at the meeting**) – Jeannine Nota-Masse
 - d. Elementary Report Cards - Norma Cole
 - e. Discussion on revisions/amendments of Policy No. 5125(a) – Family Educational Rights and Privacy Act (FERPA) (**attached**)
 - f. FERPA – Norma Cole
 - g. Discussion on new Policy No. 5125(c) – Videography, Photography and Audio Recording Policy (**attached**) – Norma Cole
 - h. Discussion on Policy No. 8360 – School Committee Records (**attached**)– Norma Cole
 - i. Category II - Internal Connections and Maintenance/E Rate Funding – Joe Balducci & Donna-Marie Frappier
 - j. Program of Studies – Joseph Rotz
 - k. Review of Special Education Report – Stephanie Culhane
 - l. Status/Update on Policies in Review
 - m. Discussion on All Day Kindergarten
 - n. Discussion on Moving the 6th Grade
9. Public Hearing
 - a. Students (Agenda/Non-Agenda Matters)

b. Members of the Public (Agenda Matters Only)
10. Action Calendar/Action Agenda

Resolution No. 16-04-01 **RESOLVED**, at the recommendation of the Superintendent, the School Committee approve the securing of the services through the e-rate procedures for E PLUS for category II internal connections and maintenance upgrade in the amount of \$418,077.99 gross of which 60% is reimbursed through e-rate leaving a net cost of \$167,231.20.

Resolution No. 16-04-02 **RESOLVED**, at the recommendation of the Superintendent, the School Committee approve the contact between Cranston Public Schools and the Crowne Plaza Hotel at the Crossings regarding the NEASC visit in 2017. **(See Contract on file with the Superintendent's Office and available at the meeting)**

School Committee members who are unable to attend this meeting are asked to notify the Chairperson in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.

Notice posted: April 9, 2016

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cranston Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cranston Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Cranston Public Schools to the contrary in accordance with the school districts procedures. The primary purpose of directory information is to allow Cranston Public Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Cranston Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school district in writing at the beginning of each school year. Cranston Public Schools has designated the following information as directory information:

- **Student's name & address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used to authenticate user's identity.**

Videography, Photography & Audio Recording Policy

Cranston Public Schools uses photographs, videos and audio recordings of students and adults for educational purposes. Video is also used for reasons related to school security and safety and to prevent vandalism and other criminal acts or prohibited conduct. All other purposes are prohibited, unless prior written permission is granted by the superintendent (or designee). Guidelines offered in this policy shall govern the use of photography, videography and audio recordings on school grounds and at school sponsored activities. Events that are open to the public, such as plays, school committee meetings, and athletic events, are not governed by this policy.

Opt-Out Provision

The district shall provide annual notice to parents/guardians of the right to exclude their child(ren) from activities involving photography, videography and audio recordings and the publication of the same.

Conduct of Videography, Photography & Audio Recordings

Pictures, videos and audio soundtracks which must be recorded on district devices may only be displayed or published by district employees and students in or on district sponsored publications or sites. For educational reasons related to implementation of the Cranston curriculum and with the permission of the building principal or director, photographs, video and audio recordings may also be displayed on those digital sites approved by the committee charged with implementing the Children's Internet Protection Act (CIPA). The Standards for Student Behavior shall apply when student's video, photograph or audio record for other than approved educational reasons.

Media Requests

This policy is not intended to discourage the media from fulfilling its obligations to provide a fair and accurate account of events to the community. The media is, however, subject to reasonable restrictions on the basis of time, place and manner, and the media may not disrupt the operation of the schools or school activity. All media requests for school entry and related photography, videography and audio recording of students and adults shall be approved in advance by the superintendent (or designee).

Security & Safety

Security cameras are in place at schools. The purpose of these cameras are to:

1. Improve conditions related to safety and security
2. Monitor areas prone to vandalism

Videography, Photography & Auto Recording Policy (cont.)

Cameras may not be located in areas where a person has a reasonable expectation of privacy, such as in locker rooms and lavatories, and will not be used to audio record. Video equipment may capture a disciplinary incident or crime. The School Resource Officer (SRO) may view and monitor “live” video images with cause to further enhance the safety and security of the campus. Previously recorded video will be retrieved and viewed by district staff and the SRO, with the permission of the superintendent (or designee).

Only when there is a reasonable suspicion that a violation of school policy or crime has occurred. A video may not be viewed by parents/guardians unless their child is the only individual captured in the video, unless the parents/guardians of all children captured in the video agree to an individual viewing or agree to view the video at the same time, or unless editing technology exists to obscure personal identifying features of other students. Video is not a student record and will not be provided to any individual. Video will not be edited (except to obscure features, as noted above); it will be destroyed after a period of one month from recording, except when the video constitutes evidence of a criminal or civil violation, in which case the video shall be retained until the respective matter has been adjudicated.

Policy Adopted:

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

School Committee Records

The ~~superintendent's office~~ shall have the responsibility for: (secretary for the school committee)

1. Taking and recording minutes at all regularly scheduled meetings of the school committee. These minutes, after review by the clerk, shall be mailed to school committee members no later than two (2) weeks after the meeting.
2. Taking and recording minutes of special meetings and executive sessions if requested to do so by the chairman. These minutes, after review by the clerk, shall be mailed to the school committee no later than two (2) weeks after the meeting.
3. Duplicating and mailing any notices, agendas, minutes, or other business matters pertaining to the school committee.
4. Maintaining an up-to-date file of all school committee business which shall be available for investigation or research to all school committee members.
5. Making available any records or data on all school business including personnel, supplies, maintenance, etc. to all school committee members.
6. Carrying out any additional functions as may be prescribed from time to time by the school committee.
7. School committee minutes will be posted electronically on the Secretary of State website, <http://sos.ri.gov/openmeetings>.

Policy Adopted: 11/4/69
Policy Amended:

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